

# Student Attendance Policy & Procedures



**Reviewed February 2016**

**Checked by R. Willis DES WA for GAP Program 22 November 2016**

**Next Review November 2017**

**MOERLINA SCHOOL  
STUDENT ATTENDANCE POLICY**

**CONTENTS**

1	POLICY STATEMENT.....	3
2	PROCEDURES	
2.1	ENROLMENT CONTRACT.....	4
2.2	ATTENDANCE RECORDS.....	4
2.2.1	RETENTION OF RECORDS.....	5
2.3	MANAGEMENT OF NON-ATTENDANCE.....	5
2.3.1	ATTENDANCE INTERVENTION FLOWCHART.....	6
2.3.2	ATTENDANCE INTERVENTION FOR FULL FEE PAYING OVERSEAS STUDENTS.....	6
2.4	PERSISTENT NON-ATTENDANCE.....	7
3	DEPARTED STUDENTS .....	7
4	UNEXPLAINED ABSENCE .....	8
5	REPORTING AND DISCLOSURE OF ATTENDANCE DATA .....	8
6	RELEVANT LEGISLATION OR AUTHORITY.....	8
	APPENDIX A ABSENTEE SLIP.....	9
	APPENDIX B REQUEST FOR EXPLANATION OF ABSENCE.....	10
	APPENDIX C NOTICE RE LATE ARRIVAL.....	11
	APPENDIX D NOTICE RE NON-ATTENDANCE PART DAYS.....	12
	APPENDIX E NOTICE RE NON-ATTENDANCE FULL DAYS.....	13
	APPENDIX F ATTENDANCE INTERVENTION FLOWCHART.....	14

## **1 POLICY STATEMENT**

The Moerlina School Attendance Policy is guided by the School Education Act 1999 – Sections 23 to 28.

At Moerlina there is a strong emphasis on the development and maintenance of a nurturing, safe and positive learning environment which promotes engagement and participation and impacts positively on the management of regular school attendance.

Consistent attendance and participation at school are essential factors in achieving social and academic learning outcomes. Parents/caregivers are requested to avoid booking appointments, holidays etc during school times so as to minimise disruption to student's learning.

Development of positive learning behaviours are a focus at Moerlina and are formally reported at the end of Term 1 for all students from Pre-kindy to Year 7. Parents/caregivers are requested to have students at school 15 minutes prior to commencement of classes, allowing students time to transition and prepare for their day - to be organised for lessons and make social connections.

The Act requires that students attend school on site, or for school educational programs conducted elsewhere (excursions, school camps etc), on each day designated a school day in the School's calendar for the given year.

The parents/caregivers of a child who is enrolled at the school are responsible under the Act for ensuring their child is attending on a daily basis. Full time attendance is compulsory for all students from Pre-Primary to Year 6. Parents/caregivers will be asked to provide an acceptable explanation in writing (hard copy or email) for any absence, to be kept with the Class Attendance Register.

The attendance of all students enrolled at the school is monitored according to the Act. Where attendance issues are identified for a student, appropriate measures to restore regular attendance will be implemented to ensure the student is able to access and fully benefit from social and academic educational programs provided by the School.

## **2 POLICY PROCEDURES**

### **2.1 ENROLMENT CONTRACT**

Attendance requirements are outlined in the enrolment package provided to all families during the enrolment process. They are also provided at the commencement of each year in the Just So You Know Special Edition Newsletter.

The statement of the expectation of parents/caregivers in relation to the Moerlina School Student Attendance Policy forms part of the Parent Charter, which once signed becomes a legally binding contract between the family and the School.

Statement of the expectation of parents/caregivers in relation to the Moerlina School Student Attendance Policy:

*The Moerlina School Attendance Policy is guided by the School Education Act 1999 – Sections 23 to 28. Consistent attendance and participation at school are essential factors in achieving social and academic learning outcomes. It is an expectation on enrolment at Moerlina that parents/caregivers ensure their child/ren (for children in Pre-Primary to Year 6 classes) attend a minimum 90 per cent of school days over each term. It is also expected that children will attend all class sessions both on site and off site (excursions, school camps etc).*

### **2.2 ATTENDANCE RECORDS**

The class teacher will:

- keep accurate attendance records for every student enrolled at the school (including attendance at both morning and afternoon sessions for pre-kindergarten, kindergarten, pre-primary and primary students in the Class Attendance Registers provided at the commencement of each school year;
- record in Class Attendance Register a student as:
  - present for a half day when the student has attended at least two hours of instruction [no mark];
  - absent for a half day when the student has attended less than 2 hours of instruction [a];
  - attending if they are on a school-approved activity [no mark];
  - late if they are not present when attendance is recorded [L];
  - short term leave when the student has left and returned within a day (eg appointment) less than half day absence [s];
  - early departure when the student leaves from school before the official end of school day but less than half day absence [e]; or
  - departed when the student has officially been withdrawn from the school, from the day following the last day of enrolment to the end of term/year [-].
- record the receipt of a written explanation for a student's absence in the Register and keep copies of all notes;
- note where a student is taken out of school by a parent/caregiver either during the day (eg. medical appointment) where they may or may not be returning, or before the end of the school day but are marked present on the Register;

- keep a written record where a student is taken out of school to attend regular appointments approved by the principal (eg. Speech Therapy);
- collate student numbers for each week; and
- submit the Register and all absentee notes to the office at the end of each school term.

The principal or nominee will:

- provide details of new students to class teachers for inclusion on the Class Attendance Register;
- send a written request and absentee slips to the parents/caregivers of students who have not provided explanations for absences at the end of each term; and
- archive Attendance Registers and absentee notes as required by governing regulations.

### 2.2.1 RETENTION OF RECORDS

The principal or nominee will:

- keep records of all contact, or attempts to make contact, with the family of students deemed at educational risk due to absence;
- maintain documentation of all intervention strategies implemented in attempts
- to restore a student's attendance; and
- retain attendance records in accordance with the Act.

#### **Guidelines**

*Relevant documentation to retain includes:*

- *absentee notes that are not part of the student's file for two years from the date of receipt, including details recorded by the school when a parent provides the school with a verbal reason;*
- *attendance records for students in each year level for seven years;*
- *unsatisfactory student attendance reports, including written notes and records of verbal explanations of absences, psychological reports, records of interviews with students; and*
- *significant records relating to individual students until the student is 25 years of age (7 years after a mature aged (>18 years) student has left school).*

### 2.3 MANAGEMENT OF NON-ATTENDANCE

The class teacher will:

- provide an Absentee Slip to parents/caregivers via the Communications Book where a note has not been received following a student absence (Appendix A);
- remind the student's parent/caregiver of the importance/policy of arriving prior to the commencement of class when a pattern of late arrival appears to be developing;

- remind the student's parent/caregiver of the importance/policy of attending the full school day when a pattern of non-attendance for any part of a day appears to be developing (unless for educationally related purposes agreed with the school).

The principal or nominee will:

- request an explanation from the student's parent/caregiver when a student has been absent from school and a written explanation has not been provided (Appendix B);
- request a meeting with the student's parent/caregiver when a pattern of late arrival becomes evident (Appendix C);
- request a meeting with the student's parent/caregiver when a pattern of non-attendance for any part of a day becomes evident (Appendix D);
- manage absences in conjunction with the alternative provider for students participating in alternative attendance arrangements under Section 24 of the Act;
- commence attendance investigation and restoration procedures as outlined in the Attendance Intervention Flowchart (Appendix E) where:
  - attendance falls below 90 per cent over a term as shown on the Register; or
  - attendance for whole days or parts of the school day are not regular and may be deemed to be impacting on the student's engagement in social and educational programs.

### 2.3.1 ATTENDANCE INTERVENTION PLANS

Where student attendance has fallen below 90% for the term or attendance for whole days or parts of the school day are not regular and have been deemed to be impacting on the student's engagement in social and educational programs, the principal will:

- investigate reasons given for absences
- meet with the parents/caregivers to highlight concerns.

Where the pattern of non-attendance does not improve to meet the School requirements the principal and class teacher will:

- prepare documentation including; frequency of absences, reasons given for absences, outline of class programs (or parts of) missed and an overview of the concerns of the school;
- meet with parents/caregivers to identify issues related to non-attendance.
- With the parents/caregivers develop an attendance improvement plan;
- Monitor progress.

Where the implementation of an attendance improvement plan is not successful, the principal and a representative of School Council will meet with parents/caregivers in an effort to restore the attendance improvement plan.

Where attendance is not restored to the satisfaction of the School, as agreed by the School Council, the Council will seek to make null and void the Enrolment Contract between the family and the School on the grounds that the family refuse to meet their obligations as agreed in the terms of enrolment.

### 2.3.2 ATTENDANCE INTERVENTION FOR FULL FEE PAYING INTERNATIONAL STUDENTS

Where student attendance has fallen below 90% for the term or attendance for whole days or parts of the school day are not regular and have been deemed to be impacting on the student's engagement in social and educational programs, the principal will follow the Attendance Intervention Plan processes explained in 2.3.1.

Where the pattern of non-attendance does not improve to meet the School requirements the principal will meet with parents/caregivers to identify issues related to non-attendance and to develop an attendance improvement plan. Prior to this meeting the principal will provide a written overview of the attendance concerns of the School including; frequency of absences, reasons given for absences, outline of class programs (or parts of) missed and notification of intention to report the student for not achieving satisfactory attendance through PRISMS should attendance not improve immediately to required levels.

Where the implementation of an attendance improvement plan is not successful, the principal and a representative of School Council will meet with parents/caregivers in an effort to restore the attendance improvement plan.

Where attendance is not restored to the satisfaction of the School, as agreed by the School Council, notification will be made through PRISMS and the Council will seek to make null and void the Enrolment Contract between the family and the School on the grounds that the family refuse to meet their obligations as agreed in the terms of enrolment.

#### **Guidelines**

- *Principals or nominees should request a medical certificate for prolonged absences due to sickness or injury. In the instance of long term/severe medical conditions impacting on the student's attendance, the principal or nominee need not investigate further if documentary evidence has been provided outlining the nature of the illness and the expected duration of the absence.*
- *A comment relating to extended absence may be included on the student's written report where it is deemed that it has had a serious impact on the student's achievement.*
- *Attendance requirements for international students will be in accordance with the ISCA National Code 2007 Standard 11, apart from the requirement for attendance to be at 90% as required by the Moerlina School Attendance Policy.*

### 2.4 PERSISTENT NON-ATTENDANCE

If a student has been identified as being an irregular or chronic non-attende and efforts to work with parents to restore attendance have not been successful, the Principal, through the School Council, will request severance of the Enrolment Contract due to the obligations of the family not having been met.

### **3. DEPARTED STUDENTS**

Where a student has been withdrawn from the school during a school year the principal or nominee will inform the teacher of the official date on which enrolment ceased. This will follow written confirmation from the family in which the final date of attendance will be nominated.

The teacher will remove the student from the Attendance Register, following the guidelines for keeping the Register.

#### **4. UNEXPLAINED ABSENCE**

The Department of Education manages the day to day operations of the Students Whose Whereabouts are Unknown (SWU) list on behalf of all three education sectors. The SWU list details students who have been reported as missing from school (public, Catholic and independent), Home Education, Notice of Arrangements and Exemptions.

A student is regarded as missing when they cannot be located, their parent/s cannot be contacted and the school has not received a transfer note.

The principal or nominee will report students who are missing within 15 days of their last date of attendance, after taking all reasonable steps to contact the family.

#### **5. REPORTING AND DISCLOSURE OF ATTENDANCE DATA**

The principal will comply with requests from the Federal Department of Education, Employment and Workplace Relations and the State Department of Educational Services to provide information on student attendance (eg Census audits). Requests for school attendance data must include the attendance data of every student enrolled.

#### **6. RELEVANT LEGISLATION OR AUTHORITY**

*Parental Support and Responsibility Act 2008*

*School Education Act 1999*

*School Education Regulations 2000*

The School Education Act 1999 and the School Education Regulations 2000 provide the statutory framework for the operation of all schools in Western Australia. This legislation applies for the operation of public (government), private (non-government) and for families choosing to register as their child's home educator.

**APPENDIX A: ABSENTEE SLIP**

**Absentee Slip**

My child \_\_\_\_\_ was/will be absent from school  
on \_\_\_\_\_ due to:

- illness
- specialist appointment
- family holiday
- other \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: / / 20

Parent/Guardian name: \_\_\_\_\_

**APPENDIX B: REQUEST FOR EXPLANATION OF ABSENCE**

Dear [Parents/caregivers' names]

**Re: Request for explanation of absence**

On checking the class Attendance Registers at the end of the Term it appears that we have not received a note regarding [Student's name] absence from school for [dates absent].

As this is a legal requirement please complete the Absentee Slip below and return to the class teacher at your earliest convenience.

Kind regards  
Perette

-----

**Absentee Slip**

My child \_\_\_\_\_ was absent from

school on \_\_\_\_\_ due to:

- illness
- specialist appointment
- family holiday
- other \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: / / 2010

**APPENDIX C: LETTER FROM PRINCIPAL TO PARENT REGARDING FORMAL MEETING FOR LATE ARRIVAL**

School Letterhead

[Parent First Name] [Parent Last Name]  
[Address]  
[SUBURB] WA [POSTCODE]

Dear [Title] [Parent Last Name]

**NOTIFICATION OF FORMAL MEETING REQUIRED**

I am writing regarding the attendance of your son/daughter, [Student Name] at school. Our records indicate a pattern of late arrival, and although this has been raised previously a consistent change is not evident. The expectation that students arrive prior to the commencement of the school day is clearly outlined in the *Moerlina School Student Attendance Policy* and is supported by the *School Education Act 1999*.

I am very concerned that [Student Name]'s late arrival at school is still at an unacceptable level and would like the opportunity to work together to resolve this issue.

I would appreciate if you would book a meeting to discuss this matter at a time most convenient to you so that we can develop a plan to address any issues and implement strategies to improve [Student Name]'s attendance.

Yours sincerely

[Name of Principal]  
PRINCIPAL  
[Date]

**APPENDIX D: LETTER FROM PRINCIPAL TO PARENT REGARDING FORMAL MEETING FOR NON ATTENDANCE PART DAYS**

School Letterhead

[Parent First Name] [Parent Last Name]  
[Address]  
[SUBURB] WA [POSTCODE]

Dear [Title] [Parent Last Name]

**NOTIFICATION OF FORMAL MEETING REQUIRED**

I am writing regarding the attendance of your son/daughter, [Student Name] at school. Our records indicate a pattern of non-attendance for parts of days AND/OR early departures (modify as required), and although this has been raised previously a consistent change is not evident. The expectation that students attend school on a fulltime basis is clearly outlined in the *Moerlina School Student Attendance Policy* and is supported by the *School Education Act 1999*.

I am very concerned that [Student Name]'s pattern of attendance at school is still at an unacceptable level and would like the opportunity to work together to resolve this issue.

I would appreciate if you would book a meeting to discuss this matter at a time most convenient to you so that we can develop a plan to address any issues and implement strategies to improve [Student Name]'s attendance.

Yours sincerely

[Name of Principal  
PRINCIPAL  
[Date]

**APPENDIX E: LETTER FROM PRINCIPAL TO PARENT REGARDING FORMAL MEETING FOR NON ATTENDANCE FULL DAYS**

School Letterhead

[Parent First Name] [Parent Last Name]  
[Address]  
[SUBURB] WA [POSTCODE]

Dear [Title] [Parent Last Name]

**NOTIFICATION OF FORMAL MEETING REQUIRED/ATTENDANCE CONCERNS**

I am writing regarding the attendance of your son/daughter, [Student Name] at school. Our records indicate a pattern of non-attendance in excess of the minimum 90% attendance expectation for each term. The attendance requirements are clearly outlined in the *Moerlina School Student Attendance Policy* and are supported by the *School Education Act 1999*.

I am very concerned that [Student Name]'s pattern of attendance at school is at an unacceptable level and would like the opportunity to work together to resolve this issue.

I would appreciate if you would book a meeting to discuss this matter at a time most convenient to you so that we can develop a plan to address any issues and implement strategies to improve [Student Name]'s attendance.

**OR**

I understand that [Student Name] non-attendance has been due to a family holiday/illness however, would like the opportunity to meet and discuss any implications for [Student Name]'s learning outcomes.

I would appreciate if you would book a meeting to discuss this matter at a time most convenient to you.

Yours sincerely

[Name of Principal  
PRINCIPAL  
[Date]

**APPENDIX F: ATTENDANCE INTERVENTION FLOW CHART**

**Attendance Intervention Flow Chart**

Student Attendance has fallen below 90% for the term  
OR

Attendance for whole days or parts of the school day are not regular and have been deemed to be impacting on the student’s access to social and educational programs

